

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Deputy Chief Financial Officer
Office of Tax and Revenue



5th Annual Tax Practitioner Institute
Wednesday, January 7 – Thursday, January 8, 2004

Date	Time	Topic	Presenter
Wednesday January 7, 2004	8:30 a.m. - 9:00 a.m.	Registration	
	9:00 a.m. - 9:15 a.m.	Welcome and Introduction Brief remarks by Dr. Natwar M. Gandhi, CFO Remarks by Phil Brand Introduction	Phil Brand Deputy Chief Financial Officer Dr. Natwar M. Gandhi Chief Financial Officer Daniel L. Black, Jr. Director of Operations
	9:15 a.m. - 9:30 a.m.	Introduction of OTR Directors by Daniel L. Black	Richard E. Sella, Director Information System Administration Coleta Brueck, Director Returns Processing Administration Roxann Cooper, Director Customer Service Administration

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		Introduction of OTR Directors	Michael Covington, Director Revenue Accounting Administration Dr. W. Henry Riley, Director Real Property Tax Administration Davidia Thompson, Director Revenue Accounting
	9:30 a.m. - 10:45 a.m.	Compliance Administration <ul style="list-style-type: none"> •2004 Initiatives •Record-keeping Requirements •Tax Return Preparer Penalties •Voluntary Disclosure Program •Schedule H 	Michael Covington Compliance Administration
	10:45 a.m. - 11:00 a.m.	Break	
	11:00 a.m. - 11:30 a.m.	Integrity Issues Preparer Liability	Frank Milligan Director, Internal Security Office of Integrity and Oversight
	11:30 a.m. - 1:00 p.m.	Lunch	
	1:00 p.m. - 1:30 p.m.	Problem Resolution Tax Appeals	Stella Hodge Grace Eng

Date	Time	Topic	Presenter
	1:30 p.m. - 2:15 p.m.	Customer Service Administration <ul style="list-style-type: none"> • Service Center, Call Center and Helpline Access • Penn Branch service changes • Customer Outreach • Tax Practitioner Helpline • FR-500 	Roxann Cooper, Director Customer Service Administration Pam Westray CSA Manager
	2:15 p.m. - 2:30 p.m.	Break	
	2:30 p.m. - 3:15 p.m.	Real Property Tax Administration <ul style="list-style-type: none"> • Recorder of Deeds • Assessment Division • Assessment Services Division 	Dr. W. Henry Riley, Director Real Property Tax Administration
	3:15 p.m. - 4:00 p.m.	Presenter's Wrap-Up Questions and Answers	

Date	Time	Topic	Presenter
Thursday January 8, 2004	8:30 a.m. - 9:00 a.m.	Registration	
	9:00 a.m. - 9:15 a.m.	Welcome	Daniel L. Black Director of Operations Richard Sella, Director Information Systems Administration
	9:15 a.m. - 10:30 a.m.	Information Systems Administration <ul style="list-style-type: none"> eTSC <ul style="list-style-type: none"> On-line Filing Business On-line Filing Individual Electronic Filing <ul style="list-style-type: none"> Mandatory Filing 3rd Party Bulk Filers 	Lucy Murray Deputy Director, ISA Sonja Peterson E-Commerce Manager
	10:30 a.m. - 10:45 a.m.	Break	
	10:45 a.m. - 11:30 a.m.	Returns Processing Administration <ul style="list-style-type: none"> Estimated Tax Penalty Statistics Common Errors Sendback Issues 	Coleta Brueck, Director Returns Processing Administration
	11:30 a.m. – 1:00 p.m.	Lunch	

Date	Time	Topic	Presenter
	1:00 p.m. – 1:30 p.m.	Returns Processing Administration <ul style="list-style-type: none"> • Forms – What’s New and Why • Substitute Forms • Electronic Forms • Changes to Tax Rate Schedule 	Don Tucker, Chief Systems and Forms Division
	1:30 p.m. – 1:45 p.m.	Break	
	1:45 p.m. - 2:15 p.m.	General Counsel Presentation <ul style="list-style-type: none"> • Recent Legislation • Treatment of LLCs, Partnerships, Sub S Corp, QHTCs • Electronic Filing Regulations • Consolidated Return Regulations 	<u>General Counsel Staff</u> Ed Blick William Bowie Robert McKeon Angela Washington
	2:15 p.m. - 4:00 p.m.	Presenter’s Wrap-Up Questions and Answers	